

## Sick Leave Pool - Create Eligibility

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/20/07	Janet Pasion	Initial Draft
6/21/07	Lesa Terry	Training Team Supervisor Review
6/27/07	Cathy Tarricone	SME Review

### Purpose

Use this procedure to establish Sick Leave Pool Eligibility for both the Donor and Recipient in HRMS.

### Trigger

Perform this procedure when the Recipient has been approved to withdraw from OR if the Donor is eligible to donate to the Sick Leave Pool. This process must be completed for both the Donor and Recipient.

### Prerequisites

- Both the Donor and Recipient must have the Home Pool (Shared Leave) created on Share Leave Eligibility (0696) for the effective dates of the Sick Leave Pool donation. This is in addition to creating the Foreign Pool eligibility. See OLQR procedure, Shared Leave Create Eligibility (Steps 15 – 21).
- Sick Leave quota balance must exist for the donating employee AND must meet the requirements listed in WAC 357-31-580.

<b>The following roles can maintain this infotype:</b>
Shared Leave Eligibility (0696) – Payroll Processor, Time & Attendance Processor, Leave Corrections Processor

### Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

### Transaction Code

**PA30**

Date	Procedure Update Log
7/9/07	Created

### Helpful Hints

The Payroll Processor/Supervisor, Time & Attendance Processor/Supervisor/Inquirer and Leave Corrections Processor may use the Attendance System Change Report to verify the employee's absence quotas. To access this report, use the transaction code **ZHR\_RPTTM084**.

The Payroll Processor, Time and Attendance Processor/Inquirer/Supervisor may use the Cumulated Time Evaluation Results: Time Balances/Wage Types report to verify an

**Title:** Sick Leave Pool - Create Eligibility  
**Processes :**  
**Sub-Processes :**

---

HRMS Training Documents

employee's career shared leave balance. To access this report, use the transaction code  
**PT\_BAL00.**

---










State of Washington HRMS

**File name:** SICKLVPOOL\_CREATE\_ELIGIBILIT  
Y.DOC  
**Reference Number:**

**Version:** Training Team Draft Script  
**Last Modified:** 7/9/2007 10:09:00 AM

SAP Parent  
Page 3 / 9

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## Procedure

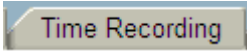
1. Start the transaction using the menu path above or transaction code **PA30**.


### Maintain HR Master Data

2. Complete the following fields:

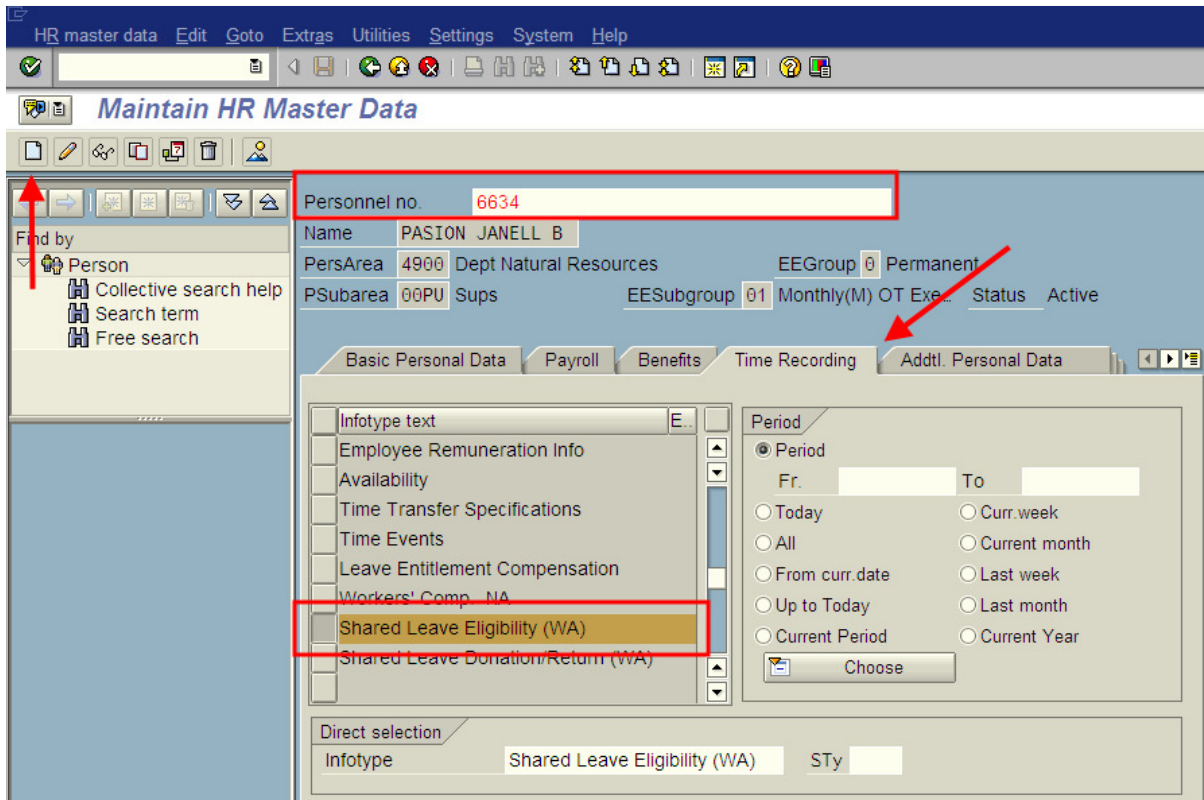
Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. <b>Example:</b> 495160 (George Washington)

3. Click  (Enter) to validate the information.


4. Click  tab.

5. Click the gray box to the left of  Shared Leave Eligibility (WA) to select.

### Maintain HR Master Data



The screenshot shows the SAP HRMS 'Maintain HR Master Data' interface. The menu on the left includes 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area displays employee data for 'PASION JANELL B' with personnel number '6634'. A red box highlights the 'Shared Leave Eligibility (WA)' option in the 'Infotype' list. Another red box highlights the 'Addtl. Personal Data' tab. A red arrow points to the 'Addtl. Personal Data' tab.

6. Click  (Create) to create a new record.

**Subtypes for infotype "Shared Leave Eligibility (WA)" (1) 2 Entries found**


Subtypes for infotype "Shared Leave Eligibility (WA)" (1) 2 Entries found	
Restrictions	
S Typ	Name
F	Foreign Pool
H	Home Pool

7. Double-click **F Foreign Pool** from the selection list.

## Create Shared Leave Eligibility (WA) (0696)

The screenshot shows the SAP HRMS interface for creating shared leave eligibility. The top bar includes menus like Infotype, Edit, Goto, Extras, System, and Help. The main form area displays employee data for WASHINGTON GEORGE T. The 'Start' date is set to 06/20/2007. The 'Shared Leave Eligibility (WA)' section is highlighted with a red box, showing a 'Pool ID' field with a dropdown arrow.


### 8. Complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. <b>Example:</b> 06/20/2007
Pool ID	R	For employees to be eligible to donate or receive sick leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Foreign Pool ID.  This does not appear on the infotype, but was selected in the previous step. <b>Example:</b> 9000 Sick Leave Pool



## Create Shared Leave Eligibility (WA) (0696)

Personnel No 495160 Name WASHINGTON GEORGE T  
EE group 0 Permanent Personnel ar 4051 Marine Division  
EE subgroup 19 H-OT Elig>Sched ... SSN 232-32-3682 Status Inactive  
Start 06/20/2007 bis 12/31/9999  
Shared Leave Eligibility (WA)  
Pool ID 9000 Sick Leave Pool

9. Click  (Enter) to validate the information.

10. Click  (Save) to save.

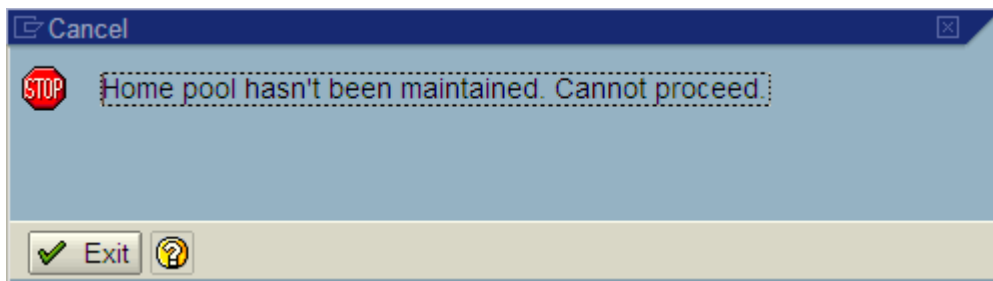


The system displays the message, "Record created."

11. Repeat Steps 1 – 10 for the Donor/Recipient as necessary.



The following message will appear if the Donor or Recipient is missing the Home Pool ID or Foreign Pool ID:



12. You have completed this transaction.

### Result

You have established the Sick Leave Pool eligibility for both the Donor and Recipient.

### Comments

None